



Electronic Records Retention and Destruction (ERRD)- Update

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Project Scope

- ▶ Implement processes to delete electronic data that has met its retention period from state supported case management systems
 - ▶ Includes records from AZTEC and AJACS
 - ▶ Includes records within Data Warehouse
 - ▶ Includes records within Public Access
- ▶ Track destruction plans for all non-supported courts
- ▶ Provide information to courts regarding the deletion process
- ▶ Assist courts to provide established processes and procedures for the on-going deletion of electronic data and documents consistent with Administrative Order 2014-117 and ACJA 3-402 and ACJA 4-302

Phased Approach

- ▶ Phase One- AJACS converted courts with no electronic documents
- ▶ Phase Two- AJACS converted courts with electronic documents
- ▶ Phase Three- Limited Jurisdiction AZTEC courts with no electronic documents
- ▶ Phase Four- Limited Jurisdiction AZTEC courts with electronic documents
- ▶ Phase Five- General Jurisdiction AZTEC databases

Note: Maricopa county AZTEC courts will be deferred until completion of the conversion of AJACS to those courts

ERRD Schedule

- ▶ April- May 2017 – LJ Courts converted to AJACS(Phase One)
 - ▶ Test court (Ajo Justice Court) was successfully deleted on March 10, 2017
 - ▶ 12 courts in Pima and Pinal
 - ▶ Bagdad-Yarnell Justice Court by request
- ▶ June- July 2017 – LJ Courts converted to AJACS who utilized On-Base scanning practices (Phase Two)
 - ▶ 9 courts in Pima and Pinal which will also include deletion of electronic court documents
- ▶ Late Summer 2017 (Phase Three)

Dependencies

- ▶ AJACS deletions will be handled via the ERRD Work Queue which “tags” cases automatically for deletion based on criteria established within ACJA 3-402 and 4-302
 - ▶ Deployment of new AJACS version to LJ scheduled for March 2017
 - ▶ Deployment of new AJACS version for GJ has not been determined
- ▶ Courts may need training on the use of the ERRD Work Queue

Potential Impediments

- ▶ Most deletions will need to take place on weekends to avoid drain on network during operational hours; may lengthen project completion
- ▶ Identifying and creating solutions for any courts that utilized non-standard document scanning processes
- ▶ Some Clerks and Courts reluctant to delete information
- ▶ Potential need to assess availability of data for reports and statistics

Project Completion

- ▶ Limited Jurisdiction Courts first round AZTEC deletions estimated to be completed June 2018
 - ▶ Will require an annual schedule to continually delete records from AZTEC as those records meet their retention period
- ▶ Superior Court AZTEC deletions tentatively set to start deletion process following first round LJ courts approximately in July 2018